

Call for tenders' details

Title: Framework contract for the provision of services related to EDA's Media and Communication Activities

Start date: 01/03/2018

Time limit for receipt of tenders: 25/04/2018

Contracting authority: European Defence Agency (EDA)

Status: Closed

Call for tenders question list

#	Submission date	Publication date	Question subject	Question	Answer
1	01/03/2018 11:36	02/03/2018 17:25	Lot 2 (Video & Multimedia Production)	How many videos will be approximately needed during the 48 months of the framework contract?	02/03/2018 Approximately 50 to 60 during the overall duration of the framework contract (48 months).
2	01/03/2018 11:38	02/03/2018 17:26	Lot 2	Case study Lot 2: How many videos shall the video package contain?	02/03/2018 It is up to each tenderer. We rely on your expertise on the number of videos such package should include to be impactful.
3	01/03/2018 11:37	02/03/2018 17:27	Lot 2 (Video & Multimedia Production)	How many event coverages will be approximately needed during the 48 months of the framework contract? Do these events take place only in Europe?	02/03/2018 Approximately between 12 to 20 events during the 48 months, only in Europe.

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4	01/03/2018 11:39	02/03/2018 17:28	Lot 2	In the case study for Lot 2 you ask for a dissemination strategy proposal. But in article 1.3.2 (p.10) this service (digital marketing/social media campaigns) is not included in the services required for Lot 2. Please specify.	02/03/2018 Indeed, the tenderers shall consider included under Lot 2 the following task: "Digital Marketing and Social Media strategy: building awareness and promoting the EDA activities or products effectively to stakeholders using all available digital channels"
5	01/03/2018 11:40	02/03/2018 17:30	Lot 2	In the Draft framework contract II.22. Reimbursements of travel expenses. Please specify if this applies to the specific tender or if travel and accommodation costs are part of the value of the contract.	02/03/2018 Art. I.5.3 of the Draft framework contract specifies that "Reimbursement of expenses is not applicable to this FWC". Thus, travel and accommodation costs for the contractor's personnel shall be included in the price for executing the tasks foreseen in the case studies or in the forthcoming specific contracts, respectively. As regards the participants to an EDA event, no travel and accommodation costs need to be considered, as they are required to pay for their own expenses.

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#	Submission date	Publication date	Question subject	Question	Answer
6	06/03/2018 15:23	08/03/2018 10:26	Assessment of the Technical Tender	1.3.5 - Guidance on Methodology:. It is clear in this section that "the quality of each technical proposal shall be assessed based on the tenderers' response to the case studies provided in Section 3.5.4.2". However, section 3.5.4.2. sets requirements that go beyond the case studies, such as "...in particular the profile of the account manager assigned to this contract - and how the framework contract will be managed in general". Can you please clarify whether our tender should only cover the requirements of the Case Study, or the contract in general?	08/03/2018 Tenders should only cover the requirements of the case study. However, referring to the same section 3.5.4.2., "with regard to day-today contract management, the tenderer must show how it will be able to work closely with the responsible services of the EDA". Noteworthy, the proposed interaction between the contractor and the contracting authority will be assessed in the context of the execution of the tasks envisaged in the case study.

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#	Submission date	Publication date	Question subject	Question	Answer
7	06/03/2018 15:25	08/03/2018 10:27	Financial Proposal - Lot 1	<p>We understand that our financial proposal for Case Study 1, should only cover the work required to deliver:</p> <ol style="list-style-type: none"> 1. a SWOT analysis of the EDA's current website including navigation in maximum 2 pages 2. a creative concept paper of maximum 2 pages and propose an HTML5/CSS simple online mock-up 3. a monthly social media analysis approach. <p>In other words, we should not consider any work required outside the development of these deliverables.</p>	<p>08/03/2018 We confirm your understanding for Points 1 and 2. In the case of Point 3 we are interested in seeing what methodology you would use for social media analysis, you do not need to provide the analysis per se.</p> <p>08/03/2018 The financial proposal form provided in Annex 4.6.1 should cover the overall costs (broken-down by consortium member and sub-contractors) charged to EDA if the latter would formally request to the successful tenderer the execution of the tasks envisaged in Case Study 1. On the other hand, the Unit Price Catalogue (Annex 4.6.2), may also include unit prices for other related services in the tenderer's portfolio, that were not requested in the case study.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
8	06/03/2018 15:24	08/03/2018 10:29	Case Study 1	<p>We understand that under Case Study 1, our technical tender must include not only the approach to deliver the Case Study services, but also three concrete deliverables:</p> <ol style="list-style-type: none"> 1. a SWOT analysis of the EDA's current website including navigation in maximum 2 pages 2. a creative concept paper of maximum 2 pages and propose an HTML5/CSS simple online mock-up 3. a monthly social media analysis approach. <p>Please confirm that our understanding is correct.</p>	<p>08/03/2018</p> <p>We confirm your understanding for Points 1 and 2. In the case of Point 3 we are interested in seeing what methodology you would use for social media analysis, you do not need to provide the analysis per se.</p>
9	08/03/2018 18:05	09/03/2018 10:30	expert in printing	<p>what do you mean with an expert in Printing, engraving and embossing? A person in the communication agency expert in printing who interacts with the person the typography? or the person that actually performs Printing?</p>	<p>09/03/2018</p> <p>EDA may require the contractor such services as printing, engraving and embossing.</p> <p>Therefore, the successful tenderer should be able to prove the related technical and professional capacity, whether in-house or through a sub-contractor, by submitting the CV of a person with the required expertise</p>

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#	Submission date	Publication date	Question subject	Question	Answer
10	12/03/2018 09:02	12/03/2018 17:13	Lot 3 - Technical offer	"The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the indicative list of tasks above." Does this mean that we have to include a document explaining the general management of the contract or do the above explanations need to be in connection with the case study?	12/03/2018 The tenderers should take in account for their technical proposal only the tasks that are included in the case study.
11	12/03/2018 09:49	12/03/2018 17:13	graphic charter	Can you confirm that the graphic charter to take into account is this one? https://eda.europa.eu/docs/default-source/procurement/eda-graphic-charter.pdf	12/03/2018 Yes, we confirm
12	12/03/2018 09:38	12/03/2018 17:21	publication and promotional material	The lot concerning as "publication and promotional material" is indicated as lot 2 in the financial form but as lot 3 at page 6 of Technical specifications. Furthermore, in the financial form a web designer is requested for this lot...is this correct? We also think there is a problem in the layout in the financial form concerning this lot..could you check?	12/03/2018 Tenderers are to note that annexes contained errors that have been corrected. Tenderers are required to use the updated version of the Annexes, uploaded in the Document Library section. As regards the potential problem with the financial form's layout, could you please be more specific?

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#	Submission date	Publication date	Question subject	Question	Answer
13	13/03/2018 10:51	13/03/2018 16:36	Contract Notice 2018/S 042-091118 Security Clearance	Please kindly confirm whether security clearance is a prerequisite for this Call for Tenders.	13/03/2018 Security clearance is not a pre-requisite to participate to the this call for tenders.
14	13/03/2018 09:32	13/03/2018 16:37	Languages	For Lots 1 and 2, can you please confirm that all tasks are to be performed exclusively in English ? If not, are the mentioned budget inclusive of translation costs ?	13/03/2018 Yes, we confirm.
15	13/03/2018 09:32	13/03/2018 16:38	Media buying	For Lots 1 and 2, are the mentioned budgets inclusive of media buying ?	13/03/2018 If by media buying you mean advertisement spaces, these shall not be included in tenderers proposal, as EDA doesn't typically buy ads.
16	12/03/2018 23:57	13/03/2018 16:39	payment of taxes - declaration of honour	We have a friendly division into instalments of a certain amount of taxes. This does not constitute a problem for our participation, does it?	13/03/2018 If such debts payment modality was approved by the tax authorities, there should be no problem.
17	12/03/2018 23:54	13/03/2018 16:40	Lot 3 - translation	among the task listed we find: "translation". Does this mean that we have to provide translation as well?	13/03/2018 Tenderers are not required to provide translation services in their response to the case studies.

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#	Submission date	Publication date	Question subject	Question	Answer
18	12/03/2018 23:53	13/03/2018 16:42	Printing of EDA's magazine: A4 format, CMYK, 40 pages, cover 160gr, 2000 copies	how can we express a price in man/day?	13/03/2018 The Unit Price Catalogue mentions 3 categories of unit prices, depending upon the case they apply to: Price per unit/ Price per day / Man-day price. In the case mentioned by you, the relevant one is the Price per Unit (i.e. the price for one magazine printed).
19	13/03/2018 17:19	14/03/2018 16:47	Lot 4 Prices	Under which category (see pages 43 and 44) of prices should enter travel tickets(for participants, speakers and moderators) local transports (taxi limousine etc) and hotel nights?	14/03/2018 Under Category A, entailing that the unit prices corresponding to such costs should be listed in the Unit Price Catalogue for Lot 4.
20	14/03/2018 18:11	15/03/2018 09:15	Lots dividing	Can a company submit just for lot I?	15/03/2018 Yes

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21	16/03/2018 10:13	20/03/2018 09:43	Lot 4 : total budget	<p>For lot 4 : is the overall budget (1.8m€ over 4 years) covering only for organization fees of the Events Agency or is this the total budget including all services (catering, venue, logistics...) ?</p> <p>Also, and independently from the first question, will the catering and venue invoice you directly or will they invoice through us ?</p> <p>many thanks</p>	<p>20/03/2018 The 1.8m€ over 4 years includes all services related to the organisation of events. Venue and catering costs shall be invoiced to You as the EDA contractor. You shall thereafter determinate the amount charged to EDA for Venue and catering by applying the method provided in Section 3.5.4.4 of the tender specifications. The resulted amount shall be included in your invoice submitted to EDA.</p>
22	16/03/2018 10:24	20/03/2018 09:56	Lot 4 : Business Case	Regarding Lot 4 and the business case, are you expecting to receive a creative concept ? If yes, can we have more information on the nature of the business case event (participants, content and overall objectives) ?	<p>20/03/2018 We do not require a creative concept such as a conference programme, i.e. no input on contents is required, only logistics.</p>
23	17/03/2018 19:50	20/03/2018 09:57	Financial info	In case of a joint tender, is it ok to submit financial info of both legal entities joining to bid and not just that of the "leading company" of the group?	<p>20/03/2018 Yes</p>

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24	16/03/2018 10:16	21/03/2018 12:06	Lot 4 : Financial offer	In the Lot 4, in the Annexes document, under 4.6.1 : Does the total cost included only Agency's fees or also the global production of the project (Venue, Catering...) ?	21/03/2018 Thank you for your question; Tenderers are only requested to submit costs in relation to the Agency's fees (for the provision of services detailed in points 1 to 8 of the of case study 4). In other words, tenderers need to propose the methodology and cost thereof for point 1 to 8. Be reminded that tenderer are very much encouraged to take all possible initiatives to avoid unnecessary expenses whilst defining methodology and calculating costs. Please also consult the corrigendum published in the Document Library section on 21.03.2018.
25	16/03/2018 10:21	21/03/2018 12:09	Lot4 : Business Case	in Lot 4 : In the Business case, do we have to answer only on methodology or do we have to propose a new location venue and include all subcontractors (catering...).	21/03/2018 As per the answer for Question 24, tenderers are requested to propose a methodology and associated costs. If tenderers intend to subcontract methodology-related tasks, it should indeed indicate how and (if applicable) to whom.
26	19/03/2018 15:30	21/03/2018 17:08	Beur font	In EDA's graphic manual font Beur is mentioned - can you provide us with this particular font? In case we will need it for the offer preparation...?	21/03/2018 Tenderers can find the Breuer font in the Document Library section

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#	Submission date	Publication date	Question subject	Question	Answer
27	19/03/2018 15:28	21/03/2018 17:09	bidding for two lots - administrative	We are preparing offer for two lots: can we prepare some parts (eg administrative) for both of them together? Thanks	21/03/2018 Yes, only for the administrative part.
28	19/03/2018 14:31	21/03/2018 17:09	Case study 4 Budget	Our understanding is that you only need a methodology to set up this new event and its related services without mentioning actual prices for the services under price category B, C & D (accommodation, venue, catering, technical equipment, etc). Can you confirm our understanding is correct?	21/03/2018 As per the Corrigendum No 1 published in the Document Library section, as well as the replies for Questions 24 and 25, we confirm that your understanding is correct.
29	19/03/2018 14:28	21/03/2018 17:10	Case study 4 administrative aspects	For the sake of the simulation, should we consider that we were already in charge of organising the first event and that the second event is covered by the same contract ?	21/03/2018 No, in this scenario, the original event was going to be organised for us by a partner, but that plan has suddenly fallen through, which is why we come to you our contractor

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30	20/03/2018 10:34	21/03/2018 17:11	LOT 3 - 2experts in communication strategy editorial services and evaluation	can you specify better which tasks will this profile have to carry out? We want to be sure to select the right one.	21/03/2018 <ul style="list-style-type: none"> •Translate EDA's strategic communication goals into operational deliverables; •Advise the most appropriate print formats for specific actions, how to organize and display the contents to best deliver our message and reach our target audience •Measure the impact of EDA's print products / assess what can be improved to better meet our goals
31	22/03/2018 10:11	23/03/2018 13:28	Lot 4: Project director & coordinator	In the selction criteria, it is stated that the project director & coordinator needs to have experience in media and communication. Do you accept profiles having relevant experiences in event management (min. 7/3 years) for the answer of the Lot4 of this call for Tenders?	23/03/2018 Yes
32	22/03/2018 10:07	23/03/2018 13:29	Lot 4 - Methodology case study	We understand that you expect a benchmark of possible location for the event. Do you also expect to receive an entire methodology (catering, technic, ...) for all the possible locations or only for the one that the Contractors have identify the most appropriate?	23/03/2018 Only the ones the Contractors has identified as the most appropriate. The methodology to be presented should be independent of the location of the venue as it should in theory apply for every single event of that type.

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#	Submission date	Publication date	Question subject	Question	Answer
33	22/03/2018 09:24	23/03/2018 13:30	security-related documents	<p>There are different security-related documents in file "EN-Annexes revised", for example:</p> <ol style="list-style-type: none"> 1) Declaration of Confidentiality, 2) Annex A - Bijlage bij koninklijk besluit van 3 juni 2005 tot wijziging van het koninklijk besluit van 24 maart 2000 tot uitvoering van de wet van 11 december 1998 betreffende de classificatie en de veiligheidsmachtigingen, veiligheidsattesten en veiligheidsadviezen 3) Exécution de la loi du 11 décembre 1998 relative à la classification et aux habilitations de sécurité, attestations et avis de sécurité 4) Security Verification 5) Compliance Matrix 6) Acceptance <p>It seems to us that these documents are filled in by the winner of the tender. Do we understand it correctly?</p>	<p>23/03/2018 As per Section 3.5.3 of the tender specifications:</p> <ul style="list-style-type: none"> • "The economic operators submitting tenders for Lot 1 shall fill out the Compliance Matrix to the Security Convention requirements for Remote Access to EDA Information Systems. The form is provided in Annex 4.10 of the tender specifications. • The economic operators submitting tenders for Lot 1 shall fill out the Acceptance form for the Security Verification Procedure. The form is provided in Annex 4.11 of the tender specifications". <p>Therefore, the Compliance Matrix and the Acceptance forms shall only be filled out for Lot 1. The other forms mentioned by you are regarding only the successful tenderers for Lot 1.</p>
34	23/03/2018 13:22	27/03/2018 12:29	Lot 4 Event-Case Study - date of the event	<p>With regard to the scenario and the planned event, could you please let us know which month we could consider for the event to take place?</p>	<p>27/03/2018 The month when the event takes place is not relevant for the tenders' evaluation, as it is not an element of methodology.</p>

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35	23/03/2018 13:24	27/03/2018 12:29	EDA Communication Strategy, Chapter 1.2 Tender Specifications	Could you please upload the EDA's 2018-2020 Communication Strategy Document or give us a link where we could download it?	27/03/2018 All the data necessary to prepare the tenders are already provided in the tender specifications (e.g. objectives, central messages, key stakeholder groups)
36	23/03/2018 13:29	27/03/2018 12:39	Lot 4 - Case Study	With regard to the scenario, could you please let us know which could be the reason for the change of location? This information could be useful in order to realise a proper selection/proposal of alternative locations.	27/03/2018 The planned partner can no longer offer their base as a location (no further reason given), hence we need to find another location.
37	23/03/2018 13:31	27/03/2018 12:40	Lot 4 - online registration	Concerning lot 4, there is a mention of "online registration support". Are we asked to propose a Online registration tool, or will be work with an existing one ?	27/03/2018 It is for tenderers to propose an Online Registration Tool.

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#	Submission date	Publication date	Question subject	Question	Answer
38	26/03/2018 12:18	28/03/2018 17:37	Lot 3 - Case Study 3 - Publications and promotional materials	<p>In reference to Case Study 3, could you please clarify whether the printing of the 15th Anniversary publication is a task envisaged by the case study? If the answer is yes, how many copies must be considered to be printed? Is it required to consider the cost for printing when developing the financial offer (total cost)?</p> <p>Could you please clarify whether the printing of the other promotional material/s is a task envisaged by the case study? If yes, how many copies are envisaged to be printed? In addition, do we have to take into account the cost for printing when formulating the financial offer (total cost)?</p>	<p>28/03/2018 Neither the printing of the 15th Anniversary publication, nor of other promotional materials are tasks under the mentioned case study.</p>
39	26/03/2018 15:41	28/03/2018 17:37	Technical offer - LOT 4	<p>Could you please confirm whether the technical proposal should:</p> <p>a) only respond to the case study? or b) present a generic approach to our methodology for the lot in one section + our response to the case study in another section?</p>	<p>28/03/2018 a) only respond to the case study</p>

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#	Submission date	Publication date	Question subject	Question	Answer
40	26/03/2018 15:52	28/03/2018 17:38	Financial proposal - LOT 4	<p>Could you please confirm our understanding of the financial proposal to be submitted for LOT 4? That is that:</p> <p>- tenderers must complete Annex 4.6.1 "Price for the execution of the tasks envisaged in the case study n°4", with all fees and costs necessary to the good execution of the case study (with exception of costs related to the venue, catering, accommodation and transportation)</p> <p>+</p> <p>- tenderers must complete Annex 4.6.2 "Unit Price Catalogue", with already entered positions + fees and costs related to the good unfolding of the case study + all other fees and costs necessary to the good completion of services required in section 1.3.4?</p>	<p>28/03/2018</p> <p>Annex 4.6.1 contains the total price for the execution of the tasks envisaged in the Case Study No4 and shall be taken as a reference price in applying the award formula provided in Section 3.5.4.3 of the tender specifications.</p> <p>On the other hand, Annex 4.6.2 contains unit prices for the execution the tasks foreseen in the case study but also other services listed in Section 1.3.4. Moreover, the tenderers are free to include in Annex 4.6.2. – the Unit Price Catalogue additional unit prices for services related to Lot 4.</p>

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41	27/03/2018 10:52	28/03/2018 17:40	Experts status in the company	Can a company involve in the project implementation experts based on a collaboration contract, i.e. the experts who are not employees of the company? If so, the collaboration contract, that ensure availability on the period of contract performance and to place the resources at the company disposal, is enough to demonstrate the capacities to perform the assignment?	28/03/2018 Yes, if such experts express in writing their willing to work in principle for that particular company.
42	27/03/2018 11:43	28/03/2018 17:40	LOT 3 BEACH FLAG AND ROLL UP	no number of items is indicated. When we make the price, should we consider that 1 item each will be purchased (the unit price varies according to the number of items requested)	28/03/2018 2 items
43	27/03/2018 11:44	28/03/2018 17:41	binding	How should publications be bound? (Metallic Stitch? Paperback? etc.)	28/03/2018 Saddle Stitched
44	27/03/2018 11:46	28/03/2018 17:42	LOT 3 - number of pages	Does the number of pages indicated include the cover?	28/03/2018 Yes
45	27/03/2018 15:37	28/03/2018 17:43	number of concepts - lot 3	how many proposals can we submit?	28/03/2018 According to Section 3.1.1.2 of the tender specifications: "Tenderers are to note that variants are not allowed". Thus, you may submit only one proposal (per each lot).

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46	27/03/2018 15:56	28/03/2018 17:43	lot 3	Whom the publication is directed to? general public? shareholders?	28/03/2018 The publication is aimed at our stakeholders (see intro of the tender specs)
47	27/03/2018 16:04	28/03/2018 17:44	expert in embossing promotional materials,	do you mean someone who can produce promotional gadgets? what do you mean exactly with promotional material?	28/03/2018 By promotional material we mean anything from gadgets and goodies to be distributed at events to bigger items to ensure promotion.
48	27/03/2018 16:39	28/03/2018 17:45	Lot 4 - case study (event support)	In the case study for Lot 4 - event support - the tenderer is requested to set out a methodology for the management of participants registration. Taking into account the privacy policy and data protection policy, will the contractor have access to the participant list and their data?	28/03/2018 The contractor will have access to participants' data for the duration of the project only, with data to be deleted within 2 weeks of the end of the project.
49	27/03/2018 17:16	28/03/2018 17:46	lot 3 - case study	do we have to quote the production of a gadget? Or just search and graphic design?	28/03/2018 The production of the gadget is not a requirement under the Case Study No3
50	28/03/2018 07:34	28/03/2018 17:50	LOT 3 - UNDERSTANDING OF EDA COMMUNICATION OBJECTIVES, NEEDS AND EXPECTED RESULTS	Since the technical offer must be focused only on the case study, we don't understand what we have to write at this respect. Or do you mean a general approach?	28/03/2018 The understanding of EDA communication objectives, needs and expected results will be assessed through your response to the case study.

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51	28/03/2018 07:37	28/03/2018 17:51	ability to adapt to changes, order cancellation, modification, cancellation policies and penalties	In an answer you wrote "The tenderers should take in account for their technical proposal only the tasks that are included in the case study. " we don't understand how we can write something at this respect related to the case study. Should we imagine what we would do?	28/03/2018 You are expected to describe your company's policy to react and accommodate to changes in the tasks, order cancellation / modification.
52	28/03/2018 07:43	28/03/2018 17:55	LOT 3 - PROMOTIONAL MATERIAL	What is meant exactly for promotional material? gadgets or dépliant etc.? Do we have to add the CV of someone producing promotional material? In the framework contract do we have to propose gadgets or deliver them? because we cannot find any item at this respect in the price list	28/03/2018 By promotional material we intend anything from smaller branded gadgets and goodies to larger items that can be distributed to our audiences. Yes please include a CV or any other information demonstrating your capacity to provide such promotional material (see technical selection criteria) As part of the framework contract, the contractor will have to propose and deliver such material.

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53	28/03/2018 10:45	28/03/2018 17:56	Lot 3	The tender specifications describe the services required under Lot 3, including "printing" and "production of promotional materials". Are we correct in assuming that printing and the production of promotional materials and not reimbursable costs and therefore included in the maximum value of Lot 3? If yes, can you quantify the volume of printing and the production of promotional materials required under Lot 3?	28/03/2018 The answer is yes for the first question. It is difficult to estimate an exact volume of printing and promotional materials. However, the maximum allocated budget over 4 years, amounting to 1.200.000 EUR, was designed to fully cover all the EDA's possible needs of such services
54	28/03/2018 12:05	28/03/2018 17:56	Legal Entity form and supporting documentation/ Subs	Could you please confirm if subcontractors have to provide the signed legal entity form and its supporting documentation, like it is mentioned in the checklist of the corrigendum published 21/03/2018?	28/03/2018 Yes, we confirm
55	28/03/2018 22:20	03/04/2018 16:53	"Propose one or more kinds of promotional materials to mark the occasion" LOT 3	what do you mean by "propose". Create a design or write some proposals?	03/04/2018 By propose, we mean either graphic or written proposals describing what you have in mind.
56	28/03/2018 22:42	03/04/2018 16:54	EDA communication objectives	"The understanding of EDA communication objectives, needs and expected results will be assessed through your response to the case study." we are sorry to ask this but we want to be sure: does this mean that you do not need a written report that explain this? you will understand this only the graphic realization that we will make?	03/04/2018 You may choose to include an explanation of your choices but the "product" has to speak for itself to a large extent.

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57	29/03/2018 10:43	03/04/2018 16:55	Lot 3 Case study	We understand that the production of the promotional objects is not to be included in our tender. In order to provide you with the most suited item, could you indicate the theoretical production run and an estimated price per item that the agency is willing to pay?	03/04/2018 Production times and prices can greatly vary according to circumstances. We expect a standard proposal, with an explanation of what variations may come up over time.
58	29/03/2018 10:44	03/04/2018 16:55	Lot 3 Case study Publication	We understand that the production of the publication is not to be included in our tender. As the design possibilities are endless, could you provide us with the estimated size of the targeted audience and an approximative budget for this project? That will allow us to provide you with a tailored project adapted to your expectations.	03/04/2018 We limited the indications to allow for greater creativity in this proposal. A lot of our expectations, among others on audience, can be found in the tender specifications.
59	29/03/2018 10:45	03/04/2018 16:56	Lot 3 Case study Publication Table of content	The tenderer is asked to deliver a table of content and and a two pages spread. Do we need to produce actual content for these two mock-up?	03/04/2018 The creation of text content is outside of the scope of case study 3.
60	29/03/2018 10:45	03/04/2018 16:57	Lot 4 Case study Managing the participants	Could you clarify your expectations in terms of « managing the participants »? What are the tasks required by the tenderer? Over which period? What are the tasks left to EDA?	03/04/2018 The tender specifies “management of participants registration”, i.e. the arrival at the venue, reception of badge, etc.

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#	Submission date	Publication date	Question subject	Question	Answer
61	29/03/2018 10:46	03/04/2018 16:58	Price list	<p>The price list includes a « Labourer ». Could you provide a job description?</p> <p>The price list includes a « Camera Crew ». Could you specify the requirements of the Agency: how many people? What profiles?</p> <p>The price list includes a « Standard stand 5x5 » can you specify which elements should be included in the stand?</p>	<p>03/04/2018</p> <p>By “labourer” we mean entry-level staff. For “camera crew”, we suggest you list the price per member of the crew. Profiles should be relevant to the type of videos we produce. For the stands, please list all inclusive prices.</p>
62	29/03/2018 11:51	03/04/2018 16:58	Declaration on Honour/ Evidence	<p>Could you please confirm that the tenderers are not requested to submit at this stage the documentation confirming their answers in Annex 4.4 - Declaration on Honour? Will the documentation be requested in a later stage from EDA?</p>	<p>03/04/2018</p> <p>Indeed, such documentation will be requested only to the successful tenderers.</p>
63	29/03/2018 12:12	03/04/2018 16:59	Evidence of the economic and financial capacity of the service providers	<p>In page 35 of the technical specifications it is mentioned that the tenderers have to submit the duly completed and signed Financial and Economic capacity overview form. Which are the documents that are mentioned in the same page that certify financial and economic capacity? Should we include additional documents except from the Financial overview form?</p>	<p>03/04/2018</p> <p>Typically, the audited balance sheets over the last three years are the documents that support the data provided in the Financial and Economic Capacity Overview Form</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
64	29/03/2018 15:00	03/04/2018 17:01	3.5.3 STAGE 3 - Selection criteria - technical and professional capacity - 2.5 Management of the project; correspondance between profiles listed under mngmt and Unit price catalogue	<p>For all the Lots, under the professional capacity, 2 profiles are listed:</p> <p>2.5 Management of project:</p> <ul style="list-style-type: none"> - 1 Project director/senior consultant having minimum 7 years' experience as director/senior - consultant in media and communication activities; - 1 Project coordinator having minimum 3 years' experience as project coordinator in media and communication activities; <p>However, in 4.6.2 Unit Price Catalogue (Annexes) for all lots it seems that only 1 profile should be quoted: "1. Account & Project Manager".</p> <p>Question: does this profile correspond either to the "Project director/senior" consultant and to the " Project coordinator" (even if they should be quoted using different amounts considering the different required years of experience)?</p> <p>If not, could you then please confirm that profiles requested technical an professional capacity are not listed in the unit price catalogue and tell us if we should then add them to the list?</p>	<p>03/04/2018</p> <p>As mentioned as footnote in each form under Annex 4.6.2, "The positions already filled in are mandatory but non-exhaustive". Therefore, you could add any other human or non-human resources that you consider necessary for a proper execution of the tasks foreseen by the case studies, as well as the other tasks listed in Section 1.3 of the tender specifications</p>

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
65	29/03/2018 16:00	03/04/2018 17:01	Lot 3 Case study Online banner	Could you specify where the banner will be displayed ?	03/04/2018 On our website, it may be displayed on several pages.
66	29/03/2018 16:01	03/04/2018 17:02	Lot 3 - Q&A 44	Q&A 44 refers to a "number of pages". Is there a specific number of pages required for the anniversary publication described in case study 3?	03/04/2018 No
67	29/03/2018 16:03	03/04/2018 17:02	Q&A 43	Can you please confirm whether your response to Q&A 43 refers to Lot 3?	03/04/2018 Yes
68	29/03/2018 16:37	03/04/2018 17:03	freelance experts	Can some of are team members/key experts be freelance experts? Which ones? Is there any limitation?	03/04/2018 Yes, and there is no limitation. Such freelancers are legally assimilated to sub-contractors – natural persons.
69	29/03/2018 19:41	03/04/2018 17:04	'Attachments' section ->'Technical and professional capacity' tab	what is it? we cannot find it in the annexes	03/04/2018 It refers to the E-Submission website, where tenderers are required to upload their tenders to. Please see Tender Specifications - Section 3.2.1 –How to submit a tender
70	30/03/2018 10:04	03/04/2018 17:05	Lot 3 Case Study	Is our understanding correct that the creation of text content is outside of the scope of case study 3?	03/04/2018 Yes

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
71	30/03/2018 12:11	03/04/2018 17:05	Account Manager	Does the profile of the Account manager that is mentioned in p.38 of the tender specifications correspond to the profiles of the key experts (project director/ senior consultant or project director)?	03/04/2018 Yes
72	30/03/2018 12:17	03/04/2018 17:06	Unit Price catalogue/ Lot 3	Are the tenderers expected to add the relevant profiles and their prices per unit in the Unit price catalogue based on the technical and professional capacity of the selection criteria (page 33 of the tender specifications)?	03/04/2018 Yes. However, along with such key experts profiles' unit prices, the tenderer is expected to include in Annex 4.6.2 all the other human and non-human resources necessary for a proper execution of the tasks foreseen in the case studies, as well as in the tender Specifications, Section 1.3.
73	31/03/2018 10:15	03/04/2018 17:06	subcontracting/freelancer	we regularly use a freelancer that, in case the contract is awarded, will be employed with a temporary contract. Do we have to consider it as a subcontractor?	03/04/2018 Yes, a freelancer is to be legally assimilated to a sub-contractor – natural person.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
74	31/03/2018 10:20	03/04/2018 17:20	promotional gadgets	we are a communication agency and we search and propose regularly promotional gadgets for our customers but then they are delivered by another entity. In order to prove the professional capacity, do we have to include a subcontracting with a promotional gadgets supplier and ask this entity to provide us with a letter of satisfactory performance by one of its customers in order to include its experience in the tender?	03/04/2018 Yes, you need to include sub-contracting. Section 3.5.3 of the tenders specifications stipulates that "The contracts relevant for the selection criteria shall be accompanied by certificates of satisfactory execution (...)" Noteworthy, the certificates may be provided either by you (for your contracts that entailed sub-contracting for the promotional gadgets) or by your sub-contractor. Please pay attention how many successfully completed contracts are required by the selection criteria to be proven. 04/04/2018 Noteworthy, tenderers are free to organise themselves as they wish, as described in Sections 2.6 and 2.7 of the tender specifications. Whatever the form of organisation, the documents indicated in annex 4.1 must be submitted with the tender.
75	03/04/2018 10:31	04/04/2018 11:46	EDA Logo	Can you make the EDA available in vector format?	04/04/2018 The logo in the vector format was uploaded to the Document Library section

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
76	03/04/2018 19:31	04/04/2018 11:49	your answer to question 73	we do not understand this answer: in all tenders, if we make contracts they are not considered as subcontractors but as employees. As a matter of facts, we make a contract once the contract is awarded.	04/04/2018 You are not required to have a contractual relationship with another economic operator until you were awarded the contract. You only have to prove the willingness of such economic operator to work with you, by submitting a Subcontractor Letter of Intent (Annex 4.2 of the tender specifications). Please read carefully Section 2.6 – Subcontracting - of the tender specifications.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
77	03/04/2018 19:52	04/04/2018 11:51	answer 6 - LOT 3	"Tenders should only cover the requirements of the case study." This is not clear to us. In the technical specs there are some requirements such as management of postal addressess etc that are not covered by the case studyand we read "The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the indicative list of tasks above. The Agency must understand in detail how the Contractor intends to fulfil any task they may be required to carry out in the context of design, production and dissemination of publications." How does this combine with the fact that we have not to focus on the contract in general as was asked in question 6?	04/04/2018 A corrigendum was published on the this matter. The text quoted by you from Section 1.3.3 of the tender specifications reads now: "The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the case study provided in Section 3.5.4.2 (...)".
78	03/04/2018 17:41	04/04/2018 11:52	answer 73	but they are considered subcontractors even if we make them temporary contracts? They are freelancers but for tenders we employ them on a temporary basis (not with invoices)	04/04/2018 You are allowed to do that. We assume that even for a temporary period, there will be a contract between you and the freelancer. Please read carefully Section 2.6 – Subcontracting - of the tender specifications.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
79	03/04/2018 11:13	04/04/2018 11:54	TECHNICAL OFFER	You explained that we are going to be evaluated on the case study only but we read in the technical specifications:" The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the indicative list of tasks above. The Agency must understand in detail how the Contractor intends to fulfil any task they may be required to carry out in the context of design, production and dissemination of publications." and among the tasks there are some tasks not envisaged in the case study (for instance Mail and dispatching (printing of labels, dispatching publicity material and invitations/information gathering/translation); can you explain this further?	04/04/2018 A corrigendum was published on the this matter. The text quoted by you from Section 1.3.3 of the tender specifications reads now: "The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the case study provided in Section 3.5.4.2 (...)".
80	03/04/2018 17:38	04/04/2018 12:03	answer 74	if we have to add 3 projects of satisfactory performance for promotional gadgets, 3 for graphic design, 3 for graphic design (since we perform only graphic design) but accordin to tender specifications we can upload a maximum of five contracts, how can we manage this?	04/04/2018 You can upload max. 5 documents for each task, meaning that the total number of documents can be significantly greater than 5.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
81	03/04/2018 20:10	05/04/2018 13:08	media support	Does EDA use some form of media support? If yes - which one? If not - can you explain why?	05/04/2018 What do you mean by media support? If you mean, do we pay for advertising space, the answer is no.
82	04/04/2018 10:56	05/04/2018 13:09	European Defence Agency Lot 3	<p>We have a question regarding the case study (Page 40 Nr.4)</p> <p>Did we understand correctly, "that the proposed structure of such a publication", means to propose only a possible content for the publication we create for Nr. 5?</p> <p>Or does it mean we create mock ups for Nr. 5 and create a new e.g. infographic for Nr. 4?</p>	05/04/2018 For this case study, you are requested to propose a contents structure for the publication, as well as mock ups (ie design) for a. the cover, b. the table of contents and c. a two-page spread, in addition to the online banner & proposal for promotional material.
83	04/04/2018 12:15	05/04/2018 13:10	Administrative documentation and electronic submission	We understand we do not need to send the original documents in paper format after the electronic submission of the tender. Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.
84	04/04/2018 12:16	05/04/2018 13:10	Lot 1 - Technical proposal	We understand that award criterion 1 relates to the understanding of the EDA communication objectives, needs and expected results FOR THE CASE STUDY. Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
85	04/04/2018 12:16	05/04/2018 13:11	Lot 1 - Technical proposal	We understand that award criterion 2 relates to the organisation and management of the activities FOR THE CASE STUDY. Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.
86	04/04/2018 12:17	05/04/2018 13:12	Lot 1 - Financial award criterion	Regarding the formula for the financial score in page 42 of the Tender Specifications, we understand that the value "Price of your tender" corresponds to the cell "TOTAL COST FOR THE EXECUTION OF THE TASKS ENVISAGED BY THE RELEVANT CASE STUDY, INCLUDING ALL ASSOCIATED EXPENSES , WITH THE EXCEPTION OF THE COSTS RELATED TO THE VENUE, CATERING, ACCOMMODATION AND TRANSPORTATION AND EXCLUDING VAT:" in annex 4.6.1 (and the same correspondence applies to the value "Price of the lowest admissible tender received"). Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
87	04/04/2018 12:17	05/04/2018 13:13	Lot 1 - Financial award criterion	We understand that the "Unit Price Catalogue" in annex 4.6.2 will not be used to calculate the financial score during the award stage of the tender. Please confirm that our understanding is correct.	05/04/2018 The reference price for the award of the framework contract is the total price included in Annex 4.6.1. However, the determination of the total price is done based on unit prices that are to be reflected in the Unit Price Catalogue (Annex 4.6.2)
88	04/04/2018 12:18	05/04/2018 13:14	Lot 1 - Project director / senior consultant and project coordinator profiles	We understand that the required experience in "media and communication activities" for both profiles relates, in the context of lot 1, to the activities in section 1.3.1 of the Tender Specifications. Therefore, candidates with the required experience in those activities would be valid. Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.
89	04/04/2018 12:18	05/04/2018 13:15	Lot 1 - Case Study - SWOT analysis	We understand that the SWOT analysis should focus on the scope of activities in lot 1, avoiding aspects not relevant in the context of the lot, such as editorial quality or appropriateness of the contents themselves. Please confirm that our understanding is correct.	05/04/2018 Your understanding is correct.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
90	04/04/2018 14:08	05/04/2018 13:16	Subcontractors and Lots	<p>We are planning on using different subcontractors for the different lots.</p> <p>At the beginning of the e-submission process, we are requested to specify all parties --subcontractors included- - before selecting any lots. Subsequently, we are requested to enter information and attach documents for each subcontractor, including documents related to their technical and professional capacity (CVs and references). Again, there is no field to specify the lot(s) they will be involved in.</p> <p>How can we associate each subcontractor to each specific lot?</p> <p>Thank you.</p>	<p>05/04/2018</p> <p>The E-Submission platform is managed by a third party, not by EDA. However, we could refer you to the "Quick e-Submission guide for Economic Operators", whose link to is provided in Section 3.2.1 of the tender specifications. For more information, we advise you to contact the E-Submission Helpdesk.</p>
91	04/04/2018 14:10	05/04/2018 13:17	Lots - How and where to choose them	<p>Could you please indicate at which point in the e-submission process we will be requested to specify the lot we are submitting documents for?</p> <p>Thank you.</p>	<p>05/04/2018</p> <p>The E-Submission platform is managed by a third party, not by EDA. However, we could refer you to the "Quick e-Submission guide for Economic Operators", whose link to is provided in Section 3.2.1 of the tender specifications. For more information, we advise you to contact the E-Submission Helpdesk.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
92	05/04/2018 19:59	06/04/2018 10:22	lot 3 - publication	can the publication be in whatever format? horizontal or vertical, A3, A4 etc?	06/04/2018 Up to you to propose what you consider the most appropriate format.
93	05/04/2018 13:24	06/04/2018 10:23	Lot 3	Could you please clarify what you mean with "the proposed structure of such a publication". Because we are not sure if you request written content (a conceptual way) or graphic content.	06/04/2018 We mean a proposed structure for the contents, ie what chapters/features should make up the publication.
94	05/04/2018 19:58	06/04/2018 10:24	creation of power point - lot 3	"Creation of an Enhanced PowerPoint Presentation: 20 slides, 4:3 landscape, as visual as possible, including images, illustrations, videos, chart animation" do we have to quote the purchase of these items from databanks? or will you provide them?	06/04/2018 Please do include the price of purchasing the images. We have a limited subscription to image databases but may need extra.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
95	06/04/2018 12:41	13/04/2018 08:44	lot 3 - creation of infographics	<p>The Creation of Infographics item means the design of a system of icons, elements, styles, to be used for different graphs and tables, etc. or the single graphics?</p> <p>Consequently the item immediately after</p> <p>A4 layout with graphic information such as or instance the summary of an event, facts and figures from an exercise, defence data, project details, work process. . (see example)</p> <p>does it only provide for the application of the infographics designed above, or does it envisage that infographics should also be designed from scratch?</p>	<p>13/04/2018</p> <p>The infographics should be designed from scratch to match the overall design of the publication.</p>
96	06/04/2018 12:43	13/04/2018 08:45	LOT 3 - LOGO	Is the 15-year-old logo to have a life of its own or will it always be used together with the EDA logo?	<p>13/04/2018</p> <p>The 15th anniversary logo will be used alone for the duration of 2019.</p>
97	06/04/2018 12:44	13/04/2018 08:46	LOT 3 - FONT OF THE LOGO	Can fonts other than BREUER be used for the logo? For example is it possible to use the PLANER font that was used for the EDA LOGO	<p>13/04/2018</p> <p>Feel free to propose another font.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
98	06/04/2018 12:46	13/04/2018 08:47	quotation of the case study	Does the quotation of the case study concern only the activities carried out for the competition (so, in fact, the creative proposal?) or the development and layout of the entire publication in case of victory of the competition as well?	13/04/2018 The proposal should cover only the case study.
99	06/04/2018 12:48	13/04/2018 08:47	2 experts in communication strategy editorial services and evaluation, having minimum 5 years of relevant experience; the experts shall have a strong ability to work and operate in English;	we have some difficulties in understanding this profile. Can it correspond to an art director?	13/04/2018 This profile goes beyond an art director. As written, we are looking for someone with experience in comms strategy and editorial services.
100	06/04/2018 15:35	13/04/2018 08:48	tables - lot 3	what format must be the tables in order to present the graphic concept?	13/04/2018 Whichever format you deem appropriate.
101	09/04/2018 11:30	13/04/2018 08:49	Lot 4 - Case Study	Regarding the case study for Lot 4, could you clarify if travel management (flight booking, etc.) is included in the transportation arrangement (5. Organising participants' transport)	13/04/2018 Yes, it should be included.

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#	Submission date	Publication date	Question subject	Question	Answer
102	09/04/2018 16:31	13/04/2018 08:51	Financial Proposal (Section Five), page 42 Tender Specification: breakdown of the total price for the execution of the relevant case studies' tasks	Chapter 3.5.5.4 of the Tender Specification states that the "separate financial proposal shall include the total price for the execution of the tasks envisaged in the relevant case study broken down by category to the maximum possible detail". Question: as the Annex 4.6.1 allows only to indicate the total cost, shall we attach as Annex a detailed breakdown by category of such costs? can you alternatively upload a revised version of Annex 4.6.1 with fields related to the cost breakdown?	13/04/2018 The correct reference is Section 3.5.4.4. You could either add rows to the table provided in Annex 4.6.1 or attach an annex with the detailed breakdown per category. Please ensure that the unit prices used to build the total price provided in Annex 4.6.1 are accurately reflected in the Unit Price Catalogue (Annex 4.6.2).
103	09/04/2018 18:06	13/04/2018 08:52	Technical Award Criteria	Technical Award Criteria – Qualitative award criteria – No 2 “Flexibility” Could you please clarify what do you mean by “ability to adapt to cancellation policy and penalties” referred to the response to the case study for Lot 3?	13/04/2018 You should explain how you would react to possible cancellation of an event.
104	10/04/2018 10:32	16/04/2018 17:21	Lot 4 Event support	Could you please tell how many events in average do you organise per year, the size of the events planned and the location (Brussels, EU, outside EU)?	16/04/2018 Approximately 3-5 events per year, up to 250- 300 participants, only inside Europe.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
105	10/04/2018 11:50	16/04/2018 17:21	Lot 3 - Prices A4 layout with graphic information such as for instance the summary of an event, facts and figures from an exercise, defence data, project details, work process.	Could you please specify which unit price category is relevant in this case (A4 layout with graphic information such as for instance the summary of an event, facts and figures from an exercise, defence data, project details, work process)?	16/04/2018 Design & print units.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
106	10/04/2018 11:56	16/04/2018 17:23	Annexes 4.6.2 Unit Price Catalogue Answer 71 Account & Project Manager	<p>Could you please specify which is correct among the following understandings:</p> <p>1) Account & Project Manager is a human resource different from the two professionals required for the management of the project (i.e.1 project director and 1 project coordinator). Therefore, we should list the man-day price for the Account & Project manager and the man-day price for the Project Director and the man-day price for the Project coordinator</p> <p>2) According to the clarification provided (n. 71) the profile of the Account & Project Manager seems to be the same as both the key experts Project director and Project coordinator. In case this understanding is correct, it is not clear how we should detail the man-day price for this category of personnel: kindly note the years of experience required for the Project Director and the Project coordinator are different and this affects the man-day price that the Contractor is required to indicate.</p>	<p>16/04/2018 The Account and project manager is the title for both consultants, each with a different expertise range</p> <ul style="list-style-type: none"> - Senior (7 years) - Junior (3 years)

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#	Submission date	Publication date	Question subject	Question	Answer
107	10/04/2018 12:56	16/04/2018 17:24	Lot 4	Could you please clarify which is the documentation that an entity presented as Undertaker should provide, apart from the letter of undertaking ?	16/04/2018 We are not sure what you understand by "Undertaker". However, if you meant "sub-contractor", please consult Annex 4.1 of the tender specifications
108	10/04/2018 12:58	16/04/2018 17:25	Lot 4	Could you please clarify if the service "travel" means flight booking or local transportation in the below point (page 13 of tender specification): o travel and accommodation arrangements for guests, speakers, moderators, participants where necessary, including shuttle services for guests, participants and speakers;	16/04/2018 It means transport to the place of the event (flights / trains). As also indicated, local transportation is also to be arranged (shuttle services) if required.

Call for tenders questions summary

#	Submission date	Publication date	Question subject	Question	Answer
109	10/04/2018 13:14	16/04/2018 17:26	Lot 1 - Financial Proposal	For the financial proposal of Lot 1, we need to quote the effort to deliver the Case Study 1. Case Study 1 has 3 tasks: 1) SWOT of website, 2) concept paper, and 3) social media evaluation approach. Even though tasks 1 and 2 have clear deliverables, we would like more information on how to quote task 3. In particular, do you need us to quote the design of the social media evaluation approach, or also its execution in real life. If the latter, since the approach is on a monthly basis, what is the period for quotation: 1 month, 1 year or 4 years?	16/04/2018 Both, we would need the quote for the design of the social media evaluation, as well as the price for its execution on a monthly basis.
110	10/04/2018 13:16	16/04/2018 17:27	Lot 1 - Financial Proposal	The financial sheet allows the Tenderers to add and quote the daily rate of additional profiles than the ones indicated in the tender specifications (Coordinator, Web developers, Web designers). What other profiles would EDA consider there?	16/04/2018 The tenderers are invited to add other profiles that they consider relevant for the execution of the tasks envisaged for a given lot.
111	10/04/2018 13:18	16/04/2018 17:28	Location of delivery for contract services	Can you please clarify whether the services are to be delivered from the Contractor's premises or the EDA's premises. The question is applicable for all Lots.	16/04/2018 Services are to be delivered from the Contractor's premises. In practice, the work is to be done at Contractor's premises but deliverables (e.g. publications, banners, etc.) must be delivered to the EDA's premises.

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#	Submission date	Publication date	Question subject	Question	Answer
11 2	10/04/2018 14:01	16/04/2018 17:28	Lot 3 - Price	Could you please clarify if the tenderer is required to include the transportation costs when defining the price of printed materials, rollup and beach flag?	16/04/2018 Yes please, transportation costs should be included.
11 3	10/04/2018 14:24	16/04/2018 17:29	Q&A 43	Could you please clarify whether the binding method of the Saddle Stitched refers to the 15 th Anniversary publication under the case study for Lot 3 or does it refer to all types of printed publications mentioned in "4.6.2 Unit Price Catalogue"?	16/04/2018 This refers to all EDA print publications, with the possible exception of the 15th anniversary publication depending on the proposal (size &format) for this particular item.
11 4	10/04/2018 16:45	16/04/2018 17:30	Lot 3 - Technical and professional ability	1) We understand that for Lot nr3, 6 different profiles are required: 2 project managers, 2 experts in communication strategy, 1 designer, 1 print expert. Could you confirm our understanding? 2) Does that also mean 6 different people or can there be an overlap (i.e. one person that fits 2 profiles)?	16/04/2018 The selection criteria laid down in Section 3.5.3 of the tender specs provides that "The tenderer shall demonstrate its capacity to provide the minimum number of key experts listed hereunder". Therefore, the minimum number of experts has to be complied with, and one person cannot cover more than 1 profile.

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#	Submission date	Publication date	Question subject	Question	Answer
11 5	11/04/2018 11:14	16/04/2018 17:39	Sections to upload documents in case of joint tender or subcontracting	<p>Annex 4.1 Checklist of documents states in which section of the e-submission to upload the different documents:</p> <ol style="list-style-type: none"> 1) Required field – Declaration on honour 2) Legal and regulatory capacity, 3) Economic and financial capacity, 4) Technical and professional capacity. <p>However, each partner and subcontractor has their own sections as specified above.</p> <p>Should each partner/subcontractor upload their documents in their own sections? Or for the sake of cohesiveness and unity, can the leader upload all the documents from all partners/subcontractors in the leader's sections? This is particularly important for Section Three: Evidence relating to the selection criteria, as it allows to load all the references and CVs from all the parties involved in one single document.</p> <p>Thank you.</p>	<p>16/04/2018</p> <p>Typically, the leader is uploading all the documents, including the ones for partners and sub-contractors</p>

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#	Submission date	Publication date	Question subject	Question	Answer
11 6	11/04/2018 13:54	16/04/2018 17:40	Lot 1 (Security)	Please confirm our understanding that for Lot 1 the Compliance Matrix and Annex 4.11 (Security Acceptance) should only be completed by the main tenderer, and not by sub-contractors.	16/04/2018 We confirm. However, all the security requirements also apply to the sub-contractors. Therefore, it's for the main tenderer to ensure that their sub-contractors meet the security requirements.
11 7	11/04/2018 16:00	16/04/2018 17:41	Lot 3 - Case study	Since the creation of text content is outside the scope of case study 3 (as stated in the answer 70), could you please clarify whether the mock-up of the table of contents has to show actual real texts (for titles of paragraphs)?	16/04/2018 Feel free to use dummy text.
11 8	11/04/2018 16:13	16/04/2018 17:41	Lot 4 - professional evidence	Please confirm that the CV will serve as professional evidence and no need to submit diploma, language certificate, employment contract and reference letters for the proposed experts.	16/04/2018 We confirm. However, in Section 3.5.3 of the tender specifications it is stipulated that "By submitting a tender, each legal entity involved therein accepts the possibility of a check being carried out by EDA on its technical capacities".

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#	Submission date	Publication date	Question subject	Question	Answer
119	11/04/2018 17:41	16/04/2018 17:42	Lot 2 – Subcontractors and Legal entity form	<p>Could you please clarify if subcontractors have to provide a Legal Entity Form and supporting documentation?</p> <p>As per Annex III Checklist, it seems the above documents are not necessary. On the contrary in Annex I, STANDARD SUBMISSION FORM (Section 1.3 – page 9) it's indicated "NB: All the involved Legal Entities must submit the above-mentioned form, including the supporting documents indicated therein (i.e. members of a joint tender and/or subcontractors)" and a par. 4.1 Identification of the Tenderer –Legal Status, it says "This form is also required for subcontractors"</p>	<p>16/04/2018</p> <p>The subcontractors shall provide the Legal Entity Form and supporting documentation. The E-Submission platform is managed by a third party independent of EDA. For further inquiries related to E-Submission, we advise you to contact E-Submission's helpdesk.</p>
120	11/04/2018 17:42	16/04/2018 17:43	Standard Submission Form-Section 1	<p>Could you please clarify if only Section 1.3 Questions relating to the Tenderer/s Identification should be filled in by all parties (leader of the group, Partner, Subcontractor), while Section 1.1 Participation in lots; Section 1.1 Tender Form and Section 1.4 Statement on Subcontracting have to be provided only once with the combined information of all parties and with the signature of the Leader of the Group at section 1.4?</p>	<p>16/04/2018</p> <p>The E-Submission platform is managed by a third party independent of EDA. For further inquiries related to E-Submission, we advise you to contact E-Submission's helpdesk.</p>

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#	Submission date	Publication date	Question subject	Question	Answer
12 1	11/04/2018 17:42	16/04/2018 17:43	Standard Submission Form – Section 1.3	When a partner company of a Joint tender fulfills Section 1.3, which company should be indicated in the first line "Name of the Tenderer"? Should it be the name of the leader of the group of the Joint tender or the name of the Partner Company?	16/04/2018 The E-Submission platform is managed by a third party independent of EDA. For further inquiries related to E-Submission, we advise you to contact E-Submission's helpdesk.
12 2	11/04/2018 18:00	16/04/2018 17:44	Disregard the last 3 questions	Please disregard the last 3 questions that were submitted with the below subjects: Subject: Lot 2 – Subcontractors and Legal entity form Subject: Standard Submission Form-Section 1 Subject Standard Submission Form-Section 1.3	16/04/2018 We provided answers in case other potential tenderers are interested in the same matters.
12 3	12/04/2018 10:31	16/04/2018 17:47	banner	can it be animated?	16/04/2018 No, only static.
12 4	12/04/2018 11:00	16/04/2018 17:48	Case Study 2 - Video & multimedia support (Lot 2)	With regard to the task n. 2 of the case study 2 "Develop a dissemination strategy proposal for this video and/or multimedia series", could you please clarify if the Contractor is also requested to implement the proposed dissemination plan?	16/04/2018 The contractor is only requested to develop a dissemination strategy proposal, implementation is not included in the request.

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#	Submission date	Publication date	Question subject	Question	Answer
125	12/04/2018 11:19	16/04/2018 17:48	CORRIGENDUM 2	<p>"The tenderers are required to describe all considerations, working methods and time schedules in the technical proposal in connection with the case study provided in Section 3.5.4.2".</p> <p>how can we approach "order cancellation" related to case study?</p> <p>we are forced to describe our general approach...</p>	<p>16/04/2018</p> <p>Please describe the general approach if you consider it applies to this case study.</p>
126	11/04/2018 10:36	17/04/2018 13:21	Lot 4 - follow-up on question number 39	<p>Following up on your answer on Q39, if we only need to answer the test case (and not the rest of the technical offer), could you please explain how the notation will be made, as the test case stands for only 50 points out of the 100 points expected on the technical offer ?</p>	<p>17/04/2018</p> <p>The case study accounts for all 100 points for the evaluation and notation, hence the answer for Q39 that the technical proposal should only respond to the case study.</p>
127	12/04/2018 08:55	17/04/2018 13:30	regarding 4.6.1. (Price for the execution...)	<p>By the Case Study 1 we should "Develop a monthly social media analysis approach to track the performance and impact of EDA social media outreach and of specific social media campaigns using key indicators." Does it mean the final price for the Case Study 1 (4.6.1.) should be for 1 month only? Or for how long?</p>	<p>17/04/2018</p> <p>Please see the answer for Question 109</p>

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#	Submission date	Publication date	Question subject	Question	Answer
128	13/04/2018 14:17	17/04/2018 16:19	logo - lot 3	<p>Following your clarification concerning the logo: the 15th logo will replace the EDA logo in every 2019 communication tool?</p> <p>in this case which entries should be made (are dates our choice? if the logo is to be used alone, the EDA or the full wording of the European Defence Agency)</p> <p>These are fundamental points to clarify because if, for example, in some instruments the logo of the 15th and that of the EDA are present together, there will be a doubling of the indications.</p> <p>Did we understand it right that official celebratory material will not bear the logo of the body being celebrated (EDA)? Usually, private individuals only make "special" versions of their brands for special occasions.</p>	<p>17/04/2018</p> <p>For the duration of 2019, EDA will use its special anniversary logo, one single logo designed especially for its anniversary, therefore there should be no duplication.</p> <p>What elements to include in that anniversary logo are precisely the subject of the case study...</p>

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#	Submission date	Publication date	Question subject	Question	Answer
129	13/04/2018 11:05	19/04/2018 11:29	LOT 4 - Transportation	In link with Q&A 101, regarding the case study for Lot 4, could you clarify if local transfers for participants in the new identified city (between airport, venues...) are included in the transportation arrangements (5. Organising participants' transport)? If so, please confirm that they should therefore not be included in the total cost for the execution of the tasks envisaged by the relevant case study?	19/04/2018 Local transport (eg shuttle services) is to be covered when it comes to Methodology, but it is not to be included in the total price.
130	13/04/2018 11:43	19/04/2018 11:38	Lot 3 - Services required - Translation	Could you please clarify to which languages the translation service refers to?	19/04/2018 Languages will be decided on a case by case basis and may include all EU languages.
131	16/04/2018 08:18	19/04/2018 12:25	LOT 3 - LOGO	The 15th anniversary logo will be used alone for the duration of 2019: does it mean that it will be never be combined with EDA logo? should we therefore include in the logo at least the abbreviation "EDA"?	19/04/2018 For the duration of 2019, EDA will use its special anniversary logo, one single logo designed especially for its anniversary, therefore there should be no duplication.

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#	Submission date	Publication date	Question subject	Question	Answer
13 2	16/04/2018 08:21	19/04/2018 12:26	declaration of honour	"It fulfils the applicable technical and professional criteria indicated in section 3.5.3 of the tender specifications.": in case of a subcontractor, should it state: "N/A"? Because as a subcontractor it does not have ALL technical criteria but only a part of them	19/04/2018 Typically, a sub-contractor's role is to cover the selection criteria requirements that a sole contractor or a consortium cannot do. Therefore, even though a sub-contractor is accounting for only a part of the selection criteria, we advise you to state "yes".
13 3	16/04/2018 08:23	19/04/2018 12:27	freelancer	we have participated in other tenders and if we proposed a staff member who wasn't employee at tenderer's premises but would be in case of contract award, we could consider it as a staff member. Can you confirm that this is not the case?	19/04/2018 In this case that person may be considered staff employee.
13 4	16/04/2018 08:27	19/04/2018 12:29	award criterion 1 and 3 - lot 3	if we are going to be evaluated against the case study only, we don't understand the difference between criterion 1 and criterion 2. To us, it seems that they are the same thing.	19/04/2018 Criterion 1 refers to the tenderer's understanding of EDA's communication objectives, whereas criterion 3 is about the quality and creativity of the response.

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#	Submission date	Publication date	Question subject	Question	Answer
135	16/04/2018 09:54	19/04/2018 12:30	Your reply to question 80	To our understanding, the work 'task' in your reply is equivalent to 'selection criteria', thus the reply meaning 'You can upload max. 5 documents for each selection criteria, meaning that the total number of documents can be significantly greater than 5.' Could you please confirm?	19/04/2018 The selection criteria is broken down per lots, each lot covering a main task. Each task entails a number of activities. A tenderer may need more than 5 contracts per task to cover the activities grouped under a certain task. Noteworthy, the maximum number you referred to is indicative and no tender will be rejected on the grounds that it has submitted more documents than 5.
136	16/04/2018 10:08	19/04/2018 12:31	Freelancers and subcontracting	We have a number of resources that do consultancy for us on a long term basis through open contracts without an end date. They do submit invoices for their services . Can we consider them as members of our permanent staff and NOT present them as subcontractors? Thank you.	19/04/2018 Yes, but please note that in this case you will have to bear the responsibility to vouch for them by filling out and signing the Exclusion Criteria Form (Annex 4.4 to the tender specifications)

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